

PUBLIC SAFETY TELECOMMUNICATIONS

LOCATION: Portland
MONDAY, September 9, 2013
11:00 A.M.

-----Minutes-----

Attendance:

Members Present

Chairman Ross Andrew
Commissioner David Darling (SFD)
Commissioner Tom Serra (MFD)
Commissioner Susan Bransfield (PFD)

Members Absent

None

Staff Present

Wayne Bartolotta-Director of Central Communications
Joe Kronenberger – Deputy Director of Central Communications
Chief Gary Ouellette – MFD
Deputy Chief Robert Kronenberger – MFD
Robert Ross – SFD
Lt. Ron Milardo – Portland PD
William McGovern – Hunter's Ambulance
Sandra Miro – Hunter's Ambulance
Lori Ruffino

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| CALL TO ORDER |
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Chairman Ross Andrew called the meeting to order at 11:02 a.m.

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| MINUTES OF PREVIOUS MEETING |
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Commissioner Darling motioned for approval of minutes from June 3, 2013. Commissioner Serra seconded and all were in favor.

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| PUBLIC HEARING |
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None

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| CORRESPONDENCE |
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None

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| MONTHLY REPORT |
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Wayne Bartolotta gave the monthly report:

- Monthly Call Statistics sheets were handed out
- Over 2,400 911 calls and 9,900 administrative calls
- Activity averages over 3,800 incidents
 - EMD report: monthly 96.80%
Fiscal year average – 97.03%
- Staffing – conditional offer made for a vacant position – PD conducting background check and potential start date end of September to beginning of October.

Discussion regarding dispatcher trainee position was started. Commissioner Serra made a motion of reinstatement of the position. The motion was seconded by Commission Darling and the motion passed.
- A request for CNR for Central Communications was discussed. A motion was made by Commissioner Serra to endorse the CNR recommendation for fiscal year 2013-2014 for Central Communications. This includes Voice Recorder System replacement and replacement of Police Main Transmitter. Commissioner Darling seconded the motion and all were in favor. Commissioner Serra asked Director of Central Communications, Wayne Bartolotta, to contact Finance Director Carl Erlacher with regards to the actions of the commission.

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| OLD BUSINESS |
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- Narrow-banding project - complete with the exception of a few back up transmitters.
- Update of Fire Department protocols is complete.
- Portland Fire Alarms –

Commissioner Bransfield stated Town of Portland still looking at private alarm company
- City Hall Security – everything in place
- School Safety Communications

Chief Gary Ouellette will contact the Board of Education to reactivate the committee.
- All communications between departments reported good

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| NEW BUSINESS |
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- Commission Darling inquired about responses to medical emergencies and the amount and type of apparatus needed for each call. Discussion followed and protocols were discussed.

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| ADJOURNMENT |
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Chairman Andrew motioned for adjournment. Commissioner Bransfield seconded the motion. The meeting adjourned at 11:39 a.m.

Respectfully submitted,
Lori Ruffino
Recording Secretary

Next meeting to be held on October 7, 2013 in Middletown